

US Citizen Visitors, Contractors, Subcontractors and Vendors

Information required when completing a pass request:

DoD Point of Contact's name and email address
Requestor's, email
Requestor's Drivers' License number and State
Beginning date of visit or contract
Ending date of visit or contract
Last name
First name
Middle name
Suffix
Date of Birth
Color of hair
Color of Eyes
Requestor's mailing address
DoD Point of Contact's organization for contractors and vendors

Pass applications may be submitted via email through your DoD sponsor with the above information, DoD sponsors are responsible for validating your pass request and forwarding this to the Visitor Center.

Pass applications may be submitted via the Fort Leonard Wood Pass Application Portal used to process escorted/unescorted official or unofficial visitor requests, Contractors, Subcontractors and Vendors who have a valid need to access the Installation. The pre-application process may be used by non-Department of Defense (DoD) identification card eligible person(s) who have an authorized DoD sponsor that will validate an access request submitted in the portal.

Persons using the portal must include information required for pass applications and submit it to their DoD sponsor for approval. Applications failing to provide required information will be denied by the DoD sponsor and/or the Visitor Center.

DoD sponsors approve or deny requests generating an email response to requestors from the portal. This is an automated response that the pass was validated by the DoD sponsor; this is not an approved pass until background screening and processing is completed.

If approved by the DoD sponsor the request is sent via the portal to the Visitor Control Center (VCC) where it is processed.

When emailed or portal application processing is completed a response is sent to the DoD sponsor via VCC email informing the sponsor of approved or denied applications, and if approved when the requesting person may stop by to pick up their pass (beginning date of visit).

*NOTE: Pass requests must be submitted a minimum of 10 working days prior to the date access to Fort Leonard Wood is planned to allow for background vetting and processing requirements.

Pass requestors or DoD sponsors wishing to use the portal or questions regarding pass applications contact the DES Security Operations Branch at 573-596-0597 or email (usarmy.leonardwood.usag.mbx.desvisctr@mail.mil) for the web portal information.

Questions regarding the status of a pass request must be addressed to the DoD sponsor.

Common application errors:

- Incorrect DoD sponsor email address
- Incorrect requestor email address
- Non DoD sponsor attempting to validate a pass application
- Failure to provide required pass application information